EHRNebraska
EHR INITIATIVE CHECKLIST

EHR Pre-Selection Checklist

Needs Assessment	Have these activities been accomplished?	Yes/No and Comments
Current charting	Analyze the condition of charts and records and identify areas of improvement (organization, legibility, storage and so forth).	
Workflow analysis	Review all aspects of workflow and identify business problems, staffing and related problems.	
Billing and collections	Analyze current coding, billing compliance, billing and collections workflow and quality; identify problems and required changes.	
Facility and physical site	Analyze current facility for efficient workflow; identify areas of improvement and areas needing upgrade to support additional hardware (power, HVAC, security and so forth).	
Existing IT infrastructure	Analyze existing information system networks for upgrade readiness. Identify problems and capabilities.	
Telephony and broadband	Analyze current telephone system and identify problems; analyze availability of broadband access.	
Business factors and challenges	Identify any workforce challenges anticipated in next 24 months such as maternity leave, retirement, adding new providers, and anticipated reductions.	
Support experience	Review existing issues with software field support, hardware field support in your area (this may be a significant issue for rural physicians).	

Business Case	Have these been done?	Yes/No and Comments
Translating needs assessment	Translate the needs assessment into financial projections for: • increased revenue • increased productivity • increased expense (include new costs such as IT staff, broadband, power) • decreased productivity (and its related revenue effects).	
Return on Investment	Develop baseline return on investment and estimated maximum budget available to spend on an EHR.	
Consider free vs. proprietary options or other initial systems	Conduct an initial review of EHR options including free systems, use of free eRX systems or use of low cost disease registries.	
Other factors	Is a Regional Health Information Organization being formed in your area? Is there a regional hospital system willing to provide connectivity and systems?	
Complete the workflow assessment	Finish the process and workflow analysis and determine those processes that can be improved by non-computer solutions; establish a plan for these. Use workflow assessment to define baseline features and scenarios	

Complete the readiness assessment	Determine your readiness for an EHR implementation and the costs and processes to become ready	
Analysis	**Have these basic features or analyses been reviewed?**	**Yes/No and Comments**
Baseline attributes	Review the needs assessment and develop a baseline of features and attributes necessary for your organization. See sample list below.	
Develop use cases and scenarios	Determine the most common use cases or workflows for your organization; establish the scenarios you would like each vendor to demonstrate.	
Use features and tools	Review any special use features suggested by applicable specialty organizations or professional liability carriers.	

System Selection	**Have these steps been completed?**	**Yes/No and Comments**
Certification	Ascertained that the vendor is certified or in process of CCHIT certification	
Evaluation	Vendor presentation ranked against features toolset and baseline features.	
HIPAA evaluation	Vendor evaluated against HIPAA criteria (see accompanying checklist).	
Company profile	Company stability, experience, and related attributes reviewed.	

A few examples of baseline features:

- Customizable encounter and procedure templates
- Existing library of disease management templates and wellness templates
- Ability to drive templates based on diagnosis codes
- Customizable "face sheets" and screen displays
- Allergy and related alerts
- Medication interaction
- Formulary interface
- Rx faxing as well as clearing house interface (Surescripts, RxHub)
- Lab interface with your most frequently used reference laboratory.
- Query language and user definable reporting
- Existing strong library of reports
- Existing code sets up-to-date
- Robust user definable alert system for both clinical and administrative factors
- Integrity controls such as duplicate patient entry and non-deletion of data retention of data "as it was"
- Proven ability to export a CCR
- Health risk assessment and measure templates
- Workflow management including scheduling capacity or interface

- Practice management system interface (bi-directional) proven, if you will require such an interface
- Secure patient messaging and patient access to their personal health record? Secure in office messaging?

HIPAA EMR CHECKLIST

HIPAA Requirement	EMR Ability	Yes/No Comments
Privacy Rule		
Signed acknowledgements of the Notice of Privacy Practices	Can the EHR alert users when a signed acknowledgement is not on file?	
Special privacy protections have been requested	Can the EHR alert users when a patient or their personal representative has requested special privacy protections?	
Alternative confidential communication channels	Can the EHR alert users when a patient or their personal representative has requested (and the practice has agreed to) an alternative form of communication?	
Amendment of protected health information	Can the EHR alert users when a patient has requested an amendment to their protected health information and the practice has agreed to this? Can the EMR alert users when this has not been agreed to and a statement of disagreement from the patient is recorded?	
Requests for protected health information	Can the EHR easily create a printed copy of the records when a valid request for a copy is received and approved? Can the EHR provide the practice with an easy way to provide inspection of the records (viewing) rather than creating a printed copy? Does this inspection method provide security against the patient or their personal representative altering the records? Can the EHR provide the practice with an easy way to limit or select the record for copying or viewing (for example if the practice determines that the patient should not have access to protected health information (for example, information that might endanger the life or physical safety of the patient or another person)?	
Disclosure accounting	Can the EHR maintain a record of any disclosure of the record that requires a disclosure accounting?	
Minimum necessary	Can the EHR provide role- or context-based access and user privilege levels that restrict parts of the record from access?	
Separation of psychotherapy notes	Can the EHR provide an easy way to create an entirely separate record when a psychotherapy note is involved (and index this to the standard record for the patient)?	

HIPAA Requirement	EMR Ability	Yes/No Comments
Security Rule		
Does the vendor maintain internal privacy and security compliance?	The vendor's workforce will have access to your patient's information from time to time during installation and ongoing support. The vendor should have strong standards for workforce clearance and termination.	
What special safeguards does the vendor employ?	Does the vendor conduct routine internal audits? Penetration testing of its software applications?	
Will the vendor accept your business associate agreement?	Does the vendor use any sub-contractors? If so will they be subject to the same requirements? Does the vendor use any offshore sub-contractor? If so, obtain written assurance of their compliance.	
Access authorization	Does the EHR provide for password access and does this access restrict read and write privileges as well as role or function access?	
User authentication	Does the EHR use any other validation controls beside passwords and log ins?	
Authentication interface	Does the EHR software interface with operating system or server level authentication where applicable (such as Windows Active Directory)?	
Authentication methodology	Does the EHR support multi-factor authentication controls? Does the EHR support Public Key Infrastructure (PKI)?	
Audit controls	Does the EHR provide a user definable audit of system activity?	
Data Backup	Does the EHR provide an easy to use data backup facility? Does the EHR verify the backup for integrity? Does the EHR provide external backup options such as a remote ASP?	
Disaster recovery	Does the vendor provide disaster recovery tools or options? For example, a hot site for emergency access or data mirroring?	
Transmission security	Does the EHR provide transmission security for data being transmitted between the EMR and other applications or being transmitted across open networks (Internet)?	
Encryption	Does the EHR provide encryption for data-at-rest? Including backup data? If not, does the vendor's system allow use of third party encryption tools or operating system level encryption? What is the performance reduction, if any?	
Integrity and authentication	Does the EHR ensure that data files are not corrupt?	
Log off controls	Does the EHR provide any additional user log off controls or features in addition to those provided by the operating system?	
Security automation	Does the system integrate automatic security policy scans such as the NIST Security Content Automation Protocol?	
Portable devices	Does the vendor support and promote use of portable devices that will be removed from the premises such as Personal Digital Assistant's (PDA's) and laptops? If so, what are the security configurations the vendor recommends?	

Wireless connectivity	Does the vendor support internal wireless connectivity of workstations and devices? If so, what are the security configurations the vendor recommends?	
HIPAA Requirement	**EMR Ability**	**Yes/No Comments**
Transaction Code Set Rule/Other		
Support of HIPAA Standard transactions	Does the vendor support the use of all appropriate HIPAA standard transactions including claims, remittance advices, eligibility and verification and claims status? Are these automated within the practice management system?	
Maintaining HIPAA and NUCC or related compliance	What is the vendor's plan to remain up-to-date with HIPAA standards and paper claims standards? Is the cost included in the annual maintenance fee?	
HIPAA attachment format	Will the EHR provide an update to allow the creation of portions of the medical record as a claims attachment, in the appropriate HIPAA format?	
Coding selection	If the EHR creates a suggested CPT code, does the vendor routinely test their algorithms to ensure they are correct from a Medicare compliance standpoint?	
Code set compliance	What is the vendor's plan for remaining up-to-date with changes in code sets? Specifically, what is the vendor's plan for implementation of ICD10?	
HL7	Does the EHR import and export standard HL7 data interfaces? For example, reference laboratory data?	
Other standards	What is the vendor's plan for remaining up-to-date with other national standards such as those harmonized through the Office of the National Coordinator (HITSP, AHIC and so forth)	